

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

4/4/2017	Section I: Special Functions
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[Topic 5: Reset/Recalculate Payroll Amounts Processing, V2.4]

Revision History

Date	Version	Description	Author
4/4/2017	2.4	17.01.00 – Update screenshots.	D. Ochala
04/11/2016	2.3	16.01.00 – Update logo and footer.	S. Scrivens
05/12/2011	2.2	Release 11.03.01 – New DOE logo. Updated footer.	D. Ochala
10/01/2008	2.1	Release 08.03.00 – Updated screenshot examples, Special Functions Menu	C. W. Jones
		reorganization.	
12/19/2007	2.0	Release 07.04.00 – Updated screenshot examples.	C. W. Jones

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Overview

* * * Attention * * *

Perform a PCGenesis Data Backup before completing these procedures.

Resetting Payroll Information: Based on the procedure run, the procedure clears employees' calendar year-to-date dollar amounts, "school" year-to-date dollar amounts, or fiscal year-to-date dollar amounts to zero. The * * * *Warning!* * * * screen for each procedure identifies the amounts PCGenesis clears during the process.

Recalculate Payroll Information: PCGenesis users may recalculate employees' calendar, fiscal, and "school" year-to-date (YTD) dollar amounts based upon the contents of the employees' earnings history records for an individual employee or for all employees. The year-to-date totals are recalculated based upon the dates entered by the payroll administrator on the data entry screen. The procedure facilitates correcting inaccurate year-to-date totals on the employees' *Update/Display YTD/Fiscal Data* screen in payroll. Refer to the *Payroll System Operations Guide*, *Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information* for more information on the *Update/Display YTD/Fiscal Data* screen.

Procedure A: Performing a PCGenesis Data Backup

Step	Action
1	From the PCGenesis server, perform a Disk-to-Disk backup:
	• Verify all users all logged out of PCGenesis.
	• Perform a PCGenesis full backup to CD or DVD.
2	Label the backup "MM/DD/CCYY – Backup Before Resetting Payroll Amounts".

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Procedure B: Resetting Year-to-Date (YTD) Amounts to Zero

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

PCG Dist=8991 Rel=17	.01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
EKen	Payroll System Master Menu		PAYMOOOO
1 P 2 P 3 P 3 P 3 P 4 A 5 M 8 E 9 U 10 E 11 C 12 U 13 S 20 F	ayroll Setup Menu ayroll Update Menu ayroll Update Menu ayroll Check & Direct Deposit Menu Ionthly/Quarterly/Fiscal/Biennial Reports Menu mployee Reports/Labels Menu pdate/Display Description/Deduction/Annuity Menu arnings History Menu heck Reconciliation Menu pdate/Display Payroll Monitor pecial Functions Menu ile Reorganization		
Master User _{List}	VEND Image: Construction of the second		15.03.00
Action			
Select 13 (I	F13 - Special Functions Menu).		

				I	Payroll S	ystem			PAYM0013
	FKey	ļ		Spec:	ial Funct	ions Men	u		
	1	』 Display∤ 』 Print Inv	Update Pa alid Budge	y Schedule et Accounts	s in Payroll				
	3 4 5 6 7	│ Ta×/Witl │ Maintair │ Reset P: │ Payroll I │ Delete E	nholding/C I/Print Stat ayroll Amo Mass Upda Imployee N	ontrol Menu e File Menu unts Menu ite Menu Menu	1				
	8	1 Payroll I	-xporqimp	ORT MENU					
Master	^{User} list Nuessa Wordssa	PAY VEND						 	08.03.00
F16		MONITOR MONITOR							

Step	Action
3	Select 5 (F5 – Reset Payroll Amounts Menu).

PCG Dist=8991	Rel=17.01.00 04/04/20	17 PCW 001 SV C:\	JEVSYS C:\SECONI	O WH	IIE	
		Payr	oll System			PAYM0014
FKey		Reset Payr	oll Amounts Me	nu		
1	Reset YTD Amo	unts to Zero				
2	Reset School Y	ear Amounts to Ze	0			
3	Reset Fiscal Am	iounts to Zero				
4	Recalculate Yea	ar-to-Date Payroll E	arnings			
Master ^{User} list						08.03.00
F16 193 Word	PAY VEND MONITOR					
Action						

The following screen displays:



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Step	Action
5	Review the information on the <i>Reset YTD Amounts to Zero Warning!</i> screen, and select Enter.
6	Select F16 (Exit without updating) to return to the <i>Payroll System – Reset Payroll Amounts Menu</i> .

	PCG Dist=8991 Rel=17.0	01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
		Payroll System	PAYM0014
	FKey 	Reset Payroll Amounts Menu	
	<u>1</u> Re	eset YTD Amounts to Zero	
	2 Re	set School Year Amounts to Zero	
	<u>3</u> Re	set Fiscal Amounts to Zero	
	_4 Re	calculate Year-to-Date Payroll Earnings	
			00 00 00
Mast	ter ^{User} list D ()uess Words PAY ?		08.03.00

Step	Action
7	Select FIG (F16 -Exit) to return to the <i>Payroll System Special Functions Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure C: Resetting School Year Amounts to Zero

PCG Dist=8991 Rel=17.01.00 04/04/2	017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYMOOOO
FKey 	Master Menu		
1 Payroll Setup I	Menu		
2 Payroll Update 3 Payroll Check	: Menu & Direct Deposit Menu		
Annual Reports Monthly/Quarte	s menu erly/Fiscal/Biennial Reports Menu		
8 Employee Ben	orte/l shels Menu		
9 Update/Display	y Description/Deduction/Annuity Menu		
10 Earnings Histo	ny Menu iliation Menu		
12 Update/Display	y Payroll Monitor		
<u>13</u> Special Functio	ons Menu		
20 File Reorganiz	ation		
Aaster ^{User} list			15.03.00
Action			
Select 13 (F13 - Spe	cial Functions Menu)		

The following screen displays:

Step

1

PCG Dist=8991 Rel=17.01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Payroll System	PAYM0013
FKey Special Functions Menu	
Display/Update Pay Schedules	
3 Tax/Withholding/Control Menu	
4 Maintain/Print State File Menu	
6 Payroll Mass Update Menu	
7 Delete Employee Menu	
8 Payroll Export/Import Menu	
Mactau User,	08.03.00

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Step	Action
2	Select 5 (F5 – Reset Payroll Amounts Menu).

L PCG	Dist=8991 Rel=17.01.00	04/04/2017 PCW 001 S	V C:\DEVSYS C:\SECON	D WHITE	
		F	Payroll System		PAYM0014
	FKey 	Reset F	ayroll Amounts M	enu	
	1 Reset Y	/TD Amounts to Zero			
	2 Reset S	School Year Amounts t	o Zero		
	3 Reset F	Fiscal Amounts to Zero			
	4 Recalcu	ulate Year-to-Date Pay	roll Earnings		
Master Usi	^{er} list				08.03.00
Master Us F16	e'list Berline Pay Monitor Monitor Monitor				08.03.00
Master Us FIG U	er _{list} S Worgs PAY MEND MONINGR				08.03.00



Step	Action
4	Review the information on the <i>Reset School Amounts to Zero Warning!</i> screen, and select Enter .
5	Select F16 (Exit without updating) to return to the <i>Payroll System – Reset Payroll Amounts Menu</i> .

	PCG Dist=8991 Rel=17.01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYM0014
	FKey Reset Payroll Amounts Menu		
	1 Reset YTD Amounts to Zero		
	2 Reset School Year Amounts to Zero		
	3 Reset Fiscal Amounts to Zero		1
	4 Recalculate Year-to-Date Payroll Earnings		
	Master Userlist		08.03.00
F			
	Action		
	Action		
I			
	Select FIG (F16 -Exit) to return to the Payroll System	n Special Fun	actions Menu or

Procedure D: Resetting Fiscal Amounts to Zero

PCG Dist=8991 Rel=17.01.00 04	/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYMOOOO
FKey 	Master Menu		
1 Payroll Se	tup Menu		
2 Payroll U	odate Menu		
<u> </u>	eck & Direct Deposit Menu		
4 Annual Re	ports Menu		
5 Monthly/G	uarterly/Fiscal/Biennial Reports Menu		
8 Employee	Reports/Labels Menu		
<u>9</u> Update/Di 10 Earnings	splay Description/Deduction/Annuity Menu History Menu		
11 Check Re	conciliation Menu		
12 Update/Di	splay Payroll Monitor		
20 File Reorg	anization		
laster Userlist			15.03.00
Action			
Select 13 (F13 -	Special Functions Menu)		

The following screen displays:

Step

1

	PCG Dist=8991 Rel=17.01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	- • ×
	Payroll System	PAYM0013
	FKey Special Functions Menu	
	1 Display/Update Pay Schedules 2 Print Invalid Budget Accounts in Payroll	
	3 Tax/Withholding/Control Menu 4 Maintain/Print State File Menu 5 Reset Payroll Amounts Menu	
	6 Payroll Mass Update Menu 7 Delete Employee Menu	
	8 Payroll Export/Import Menu	
Mast		08.03.00

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Step	Action
2	Select 5 (F5 – Reset Payroll Amounts Menu).

	PCG Dist=8991 Rel=17.01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Payroll System	PAYM0014
	FKey Reset Payroll Amounts Menu	
	1 Reset YTD Amounts to Zero	
	2 Reset School Year Amounts to Zero	
	3 Reset Fiscal Amounts to Zero	
	4 Recalculate Year-to-Date Payroll Earnings	
м	Ister UserList	88 - 83 - 80
M	Ister User ↓ Ur∰ Wor∰ PAY MONITOR MONITOR	08.03.00
M	Ister User List PATT PATT MONTOR	08.03.00



Step	Action
4	Review the information on the <i>Reset Fiscal Amounts to Zero Warning!</i> screen and select Enter (Continue).

PCG D	st=8991 Kel=17.01	.00 04/04/2017 PCV	Pauroll Sv C:\DEVSYS C:\	SECOND	WHILE	РАУМАВ1
	EKou		Pageot Paukoll Amau	atc Monu		11110014
		г	YESEC PAYFULL HMUUN	its menu		
	<u>1</u> Res	et YTD Amounts to	Zero			
	2 Res	et School Year Am	ounts to Zero			
	3 Bes	et Fiscal Amounts	to Zero			
	_4 Reca	alculate Year-to-Da	ate Payroll Earnings			
aster ^{User} li	st					08.03.00
4 0	The Word The PAY VI	END				

Step Action 5 Select FIG (F16 - Exit) to return to the Payroll System Special Functions Menu, or select Master (Master) to return to the Business Applications Master Menu.

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Procedure E: Recalculate Employees' Year-to-Date (YTD) Payroll Earnings

PCG Dist=8	991 Rel=17.01.00 04/04/20	17 PCW 001 SV C:\DEVSY	'S C:\SECOND	WHITE	
		Payroll	System		PAYMOOOO
F	Key	Master	Menu		
	1 Payroll Setup M 2 Payroll Update 3 Payroll Check &	enu Menu Direct Deposit Menu			
	4 Annual Reports 5 Monthly/Quarter	Menu ly/Fiscal/Biennial Repo	orts Menu		
	8 Employee Repo 9 Update/Display	rts/Labels Menu Description/Deduction/. v Menu	Annuity Menu		
	11 Check Reconcili	умеnu ation Menu			
1	12 Update/Display 13 Special Function	Payroll Monitor 15 Menu			
1 1	20 File Reorganiza	tion			
Master ^{User} list					15.03.00
	MONITOR MONITOR				
Action					
Select	13 (F13 - Spe	cial Functions N	(enu).		

	PCG Dist=8991	Rel=17.01.00	04/04/2017 PC	CW 001 SV 0	C:\DEVSYS (WHITE		3
				Pay	yroll Sys	tem		PAYM0013	
	FKey 	1		Specia]	l Functio	ns Menu			
	1 2	Display Print Inv	/Update Pay valid Budget /	Schedules Accounts in	Payroll				
	3 4 5 6 7	Tax/Wit Maintai Reset F Payroll Delete I	hholding/Con h/Print State F ayroll Amoun Mass Update Employee Me	trol Menu File Menu ts Menu Menu nu					
	8	Payroll	Export/Import	t Menu					
Mas F16	ter ^{User} list D De Word Word	PAY VEND						US . U3 . OO	
	Action								
	Select 5	(F5 –	Reset Pa	yroll Ar	nounts	Menu).			

	PCG Dist=8991 Rel=	17.01.00 04/04/2017	PCW 001 SV C	:\DEVSYS C:\	SECOND	WHITE		
			Pay	roll Syst	em			PAYM0014
	FKey 		Reset Pay	roll Amou	nts Menu			
	1	Reset YTD Amour	ts to Zero					
	2	Reset School Yea	r Amounts to Z	ero				
	3	Reset Fiscal Amo	unts to Zero					
	4	Recalculate Year-	to-Date Payroll	Earnings				
Mas	ter ^{User} list							08.03.00
F16		DR MONITOR]
p	Action							
\$	Select 4	F4 - Recalc	ulate Year	-to-Date	Payroll	Earnings).	

```
- 0 X
         PCG Dist=8991 Rel=17.01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND
                                                                         WHITE
                               RECALCULATE YEAR-TO-DATE PAYROLL EARNINGS
                                                                                            YTDPLUG
                     This procedure will recalculate the year-to-date amounts for one
                     employee, or for all employees from earnings history records.
                         Employee Number: _____ (BLANK= ALL Employees)
                         Calendar Year-to-date
                             Enter the Beginning Date: 01 01 00
                                                                (MM DD YY)
                             Enter the Ending Date:
                                                      12 31 <u>00</u>
                                                               (MM DD YY)
                         Fiscal Year-to-date
                             Enter the Beginning Date: 07 01 00
                                                               (MM DD YY)
                             Enter the Ending Date:
                                                       06 30 <u>00</u>
                                                                (MM DD YY)
                         School Year-to-date
                             Enter the Beginning Date: <u>00 00 00</u> (MM DD YY)
                             Enter the Ending Date:
                                                      <u>00 00 00</u>
                                                               (MM DD YY)
                         ** This procedure may be run as many times as necessary **
                                                                                            13.03.00
            ENTER = Continue, F15 = Find Employee, F16 = Exit
Step
            Action
   4
            For an individual employee's information: Enter the employee's number in the
            Employee Number field.
            Select the drop-down selection icon 🗷 within the Employee Number field to access the
            "Recalculate Year-to-Date Payroll Earnings – Select Employee" screen. If the employee
            number is unknown, enter the employee's complete or partial name in the Input field, or
            Social Security Number in the Input field, and select Enter. Entering a complete or partial
            name in the Input field displays the results most closely matching the search criteria entered.
            Select Enter (Enter) or select the Function key corresponding to the employee's record, and
                   ENTER (Enter).
            select _
```

For all employees' information: Leave the **Employee Number** field blank.

6 Select Enter <u>once</u>.

Step

7

```
- 0 X
PCG Dist=8991 Rel=17.01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND
                                                                      WHITE
                                                                                           YTDPLUG
                       RECALCULATE YEAR-TO-DATE PAYROLL EARNINGS
             This procedure will recalculate the year-to-date amounts for one
             employee, or for all employees from earnings history records.
                 Employee Number:
                                           💌 (BLANK= ALL Employees)
                                    RECALCULATING ALL EMPLOYEES
                 Calendar Year-to-date
                      Enter the Beginning Date: 01 01 18 (MM DD YY)
Enter the Ending Date: 12 31 18 (MM DD YY)
                 Fiscal Year-to-date
                      Enter the Beginning Date: 07 01 17 (MM DD YY)
                      Enter the Ending Date:
                                                  06 30 18
                                                            (MM DD YY)
                 School Year-to-date
                      Enter the Beginning Date: 07 01 17 (MM DD YY)
                      Enter the Ending Date:
                                                06 30 18 (MM DD YY)
                            ** IS THE ABOVE DATA CORRECT? **
                 ** This procedure may be run as many times as necessary **
                                                                                           13.03.00
   ENTER = Continue, F16 = Reenter Data
   Action
   Verify the screen's entries are correct, and select Enter once in response to the "** IS THE
```

		,
ABOVE DATA	CORRECT?	**" message.

If the information is incorrect, Select F16, make the appropriate modifications, and select Enter.

** Processing Request ** briefly displays.



If no earnings history records exist for the date ranges entered, the following screen displays:

If no errors were encountered, the following screen displays:

- O X PCG Dist=8991 Rel=17.01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE RECALCULATE YEAR-TO-DATE PAYROLL EARNINGS YTDPLUG This procedure will recalculate the year-to-date amounts for one employee, or for all employees from earnings history records. Employee Number: 🗾 (BLANK= ALL Employees) Calendar Year-to-date Enter the Beginning Date: 01 01 18 (MM DD YY) Enter the Ending Date: 12 31 18 (MM DD YY) Fiscal Year-to-date Enter the Beginning Date: 07 01 <u>17</u> (MM DD YY) Enter the Ending Date: 06 30 <u>18</u> (MM DD YY) School Year-to-date Enter the Beginning Date: <u>07 01 17</u> (MM DD YY) Enter the Ending Date: <u>06 30</u> 18 (MM DD YY) ** This procedure may be run as many times as necessary ** ENTER = Continue, F15 = Find Employee, F16 = Exit 13.03.00

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StepAction8For additional employee updates: Repeat this procedure beginning at Step 4.To exit the procedure: Select F16 (Exit Program).

The following screen displays:

	PCG Dist=8991 Re	I=17.01.00 04/04/20	017 PCW 001	SV C:\DEVSYS	C:\SECOND	WH	ITE	- • • × •
				Payroll Sy	Istem			PAYM0014
	FKey 		Reset	Payroll Am	nounts Men	u		
	1 -	- Reset YTD Amo	ounts to Zero					
	2 -	- Reset School Y	'ear Amounts	to Zero				
	3 -	- Reset Fiscal Ar	nounts to Zei	ro				
	4 -	- Recalculate Ye	ar-to-Date Pa	yroll Earning	s			
				- •				
Mas	ster ^{User} list 							08.03.00
F16	<u>≁ u⊜ ⊪₀</u> ⊜ ₩0	NITOR MONITOR]
	Action							
	Select F16	1 (F16 - Ex	it) to retu	irn to the	Payroll	System S	Special Fun	ctions Menu,

Master (Master) to return to the Business Applications Master Menu.